

AHS Building Committee, Communications Subcommittee

Met 8/29/17 at 2pm

Present: Kathleen Bodie, Amy Speare, Kirsi Allison-Ampe, Tobey Jackson

Absent: Joan Roman

Minutes:

Approved Communications Subcommittee minutes from 7/11/17 and 7/18/17

Website review:

- Team reviewed staging site for www.ashbuilding.org
- Now that we see site live, need to tighten up text for better readability
- Discussion about adding photos to site. Kathy mentioned that Sarah Alfaro-Franco from ACMI offered to do filming for us. Could create small video clips for Web site and Facebook
- Voted 4-0 for Amy S. and Kirsi AA to work together to update content, make formatting edits and work with designer and developer to make changes to site
- Email discussion. Proposal is to use info@ahsbuilding.org for incoming email from site and Facebook, but all outgoing email comes from Arlington.k12.ma.us email address so can be tracked
- Team will give demo of site to full committee at 9/5/17 meeting

Action Items

- All to review site on multiple devices through multiple browsers (laptop, phone, tablet) and send comments to Amy & Kirsi
- Kathy will research if APS has images from HMFH report
- Joan to review site for ADA compliance
- Kirsi & Amy will work to create a new FAQ question that will show condition of current facility with photos
- Kirsi will contact David Good to discuss email address use proposal
- Joan will create Facebook page week of 8/28/17
- Kathy will contact Jeff and Adam regarding review of site prior to launch
- Amy, Kirsi and Claudia Bertoli will get trained by developer on 9/1/17

New Business

- RFS for Designer is completed and applications are due September 12, 2017

Next meeting:

Scheduled for 9/11/17 at 5:30pm

Meeting adjourned at 3:30pm